Laboratory Purchasing and Accounts Payable Procedures

Purchasing Contacts
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Before you start:
• purchases must be approved by your Principle Investigator
• you must know what account will pay for the charges
• ship orders to: Your Name
  Center for Neuroscience
  1544 Newton Ct.
  Davis, CA 95618

When you receive your order:
• verify your order is correct
• sign & date your packing slip
• turn in packing slips & invoices to your purchasing contact’s mail box at least once a week

There are multiple ways CNS labs can make supply purchases on their own
1. Vet Med Central Services
2. AggieBuy—where you will obtain the best discounts offered to the University. Think AggieBuy first!
3. P-card—for vendors not in the UCD Buy system
4. Personal funds—only UNDER $500 allowable—reimbursement of personal funds should be the exception not the rule

Vet Med Central Services
VMCS is a UCD based source for supplies. More than 3000 items are available. Orders placed by 11am can be delivered that very same day FREE. All you need is your account number to purchase. When you receive your order, verify the delivery is correct, sign and date the packing slip and turn it in to your purchasing contact’s mail box.

AggieBuy
Use AggieBuy to purchase lab supplies directly from Fisher Scientific, Life Technologies, VWR Lab Supplies, BioRad and office supplies from Office Max. Be sure that the account number in your customer profile is current and correct. If you purchase for multiple grants or multiple labs, be sure you change the account on the order information page before you place your order. When you receive your order, verify the delivery is correct, sign and date the packing slip and turn it in to your purchasing contact’s mail box.
P-card Purchases
If you have a Purchasing Card you may use it to purchase SUPPLIES and CONFERENCE REGISTRATION ONLY under $4999 including tax and shipping. P-cards cannot be used for travel-related (conference registration excepted) or entertainment expenses, services, repairs or office furniture in excess of $500. Using the Purchasing Card requires steps to be followed in order to remain in compliance with University purchasing guidelines:

1. Obtain complete source documentation from the vendor for your purchase. This must contain details of the item purchased and complete pricing including item price, tax amount and shipping charges.
2. When you receive your purchase, verify your order is correct, sign & date your packing slip and turn in all your purchasing documentation to your purchasing contact with a completed purchasing card transaction cover sheet in a timely fashion. (At least once a week)
3. Keep a personal record of your purchases—an excel spreadsheet or something similar. The P-card holder is responsible for reconciling the monthly P-card bank statement. Check for any erroneous charges, returns, or adjustments and ensure proper credit is applied for refunds given on subsequent bank statements. Also, keep an eye out for fraudulent charges.

Personal Funds
A final method of payment is to use your personal funds. Making purchases using your personal funds should be the exception, not the rule. Reimbursements for cash purchases for lab or miscellaneous SUPPLIES ONLY can be reimbursed by the University if the amount is UNDER $500 – it can take up to two weeks to receive reimbursements. Promptly, turn in the original cash register receipt, signed by the purchaser. Include a description, a reason for the purchase and the lab’s account number to be charged.

**SOME PURCHASES CAN ONLY BE MADE THROUGH THE BUSINESS OFFICE. ALWAYS PROVIDE YOUR ACCOUNT NUMBER WITH PURCHASE REQUESTS.**

Any Vendor requiring a Purchase Order
If you need to make a purchase from a vendor who will not accept a p-card for payment, fill out a CNS Purchasing Request Form and email it to your purchasing contact so that we can create a valid University PO for you. Provide the complete vendor information and price sourcing and a vendor quote if you have one so that we can create an accurate PO. Due to the approval process, it will take about 7-10 days for us to provide you with a PO, so please plan ahead. Once the PO is approved, we will return it to you as a PDF in an email so that you can complete the purchase with your vendor.

Services & Repairs  Send requests for services or repairs to your purchasing contact. Never use a P-card to purchase services or repairs. University policy specifically states, do not use a P-card for Amazon Web Services.

Supplies purchases in excess of $5000
Any purchase in excess of $5000 must be processed by UCD buyers in Central Purchasing. Lili and Audra cannot create a department purchase order in excess of $4999. Provide all the information pertinent to the purchase (including a quote from the vendor) and they will create a requisition that will route to Central Purchasing for processing. Since Central Purchasing is buying for the whole campus, it can take up to two weeks for a requisition over $5K to be processed.
Equipment Purchases OVER $5,000 (e.g. computer systems, microscopes, refrigerators, centrifuges, etc.)

It is possible to purchase equipment in AggieBuy. If the equipment you require is not available from an AggieBuy vendor it must be processed by UCD Central Purchasing. Provide Lili or Audra with a vendor quote, the contact information for the sales person and location where the equipment will be located. If only one vendor can provide a needed service, your purchasing contact may ask you to provide a Sole Source Justification and an Individual Disclosure Statement.

Controlled Substances Purchases

ALL Controlled Substances Purchases (e.g., Sodium Pentobarbital, Diazepam, keratin, etc., must be purchased through the Purchasing Dept (regardless of cost). Storage of controlled substances must be carefully tracked or logged in each lab. Controlled Substances MUST BE STORED IN AN AUTHORIZED STORAGE SITE. If this is your first controlled substance purchase, contact Lisa for assistance with your storage needs in advance.

Provide your purchasing assistant with the following information about the controlled substance:
- That the substance is subject to the Comprehensive Drug Abuse Prevention and Control Act of 1970
- The number of the Federal Schedule of Controlled Substances to which it is assigned
- The purpose of planned use and if it is to be used for teaching, research or clinical applications
- The name of the authorized custodian (typically the principle investigator)
- Whether or not the substance is pharmaceutical grade (required if substance is for animal use)
- The final delivery and storage location

A sample statement satisfying the above conditions would resemble the following:
"This material is subject to the Comprehensive Drug Abuse Prevention & Control Act of 1970 (Controlled Substances Act) and is a Schedule II substance. The authorized custodian is Jonathan Doe. The substance is pharmaceutical grade and will be used to anesthetize dogs in research on heart disease. The authorized custodian's approved storage site is Building Y, Room X."

For more help with purchases check out this handy Purchasing Decision Chart: https://supplychain.ucdavis.edu/procure-contract/how-to-buy/chart

ACCOUNTS PAYABLE

When orders are received, verify your order with the packing slip. Sign and date the packing slip to confirm the order has been received. For checks and balances, the order must be signed by someone other than the person who placed the order…the person who placed the order CANNOT sign the packing slip. Turn your packing slips in to the mailbox of your purchasing contact.

Most invoices are sent directly to CNS when the items are shipped. If you receive an invoice, turn that into the mailbox of your purchasing contact. If a vendor emails you an invoice, feel free to forward that invoice to your purchasing contact. (You do not have to print it and turn it in as a hard copy.)

Invoices cannot be paid until the order has been received and the lab has submitted a packing slip. If no packing slip is included with the order, a note on a copy of the order confirmation must clearly state the date the items were received and “No Packing Slip” annotated, along with your signature. Once items are received,
the invoice must be paid within 30 days or late charges may apply. So we will say it one last time, feel free to join in, turn in your signed and dated packing slips in a timely fashion.

**DELMERIES etc.**

All orders are received at the Center for Neuroscience main building, 1544 Newton Court, Davis, CA 95618. The deliveries will be accepted and signed for in the lobby. Please do not have items directly shipped to our other buildings: 1515 Newton Ct. or 1633 Da Vinci - these buildings are locked and there is no one to accept deliveries. The Center will only take responsibility for items shipped to 1544 Newton Ct.

It is the lab personnel’s responsibility to check for deliveries regularly daily and throughout the day. FedEx, UPS, VCMS and other logistics organizations deliver all day long from about 9:30am to 3:30pm. The business office might have the time to email an end user when we notice a temperature sensitive delivery, but do not count of this service. Please retrieve your deliveries promptly.

It is the lab personnel’s responsibility to dispose of any excess packaging, for example crates, pallets and Styrofoam boxes. Please place these items in the CNS dumpster; unfortunately, we don’t have any way to recycle these.

Break down extra card board boxes and leave them inside your lab; our custodian will take these out for us.

**Hey! That’s not what I ordered!**

If you received the wrong item from a UCD Buy order, contact the vendor customer services. Please do the same for any orders that you placed yourself using a P-card.

If you need help with an order where your purchasing contact created a PO, please have your contact assist you. If you do not want what you received from the vendor, we will have to void the PO to free up the funds reserved for that order.

If you have a return shipping label from your vendor for pick-up by FedEx or UPS, you may leave that for a delivery driver in the lobby. Please put your shipment at the base of the staircase near the package receiving area. There are pick-up signs stuck on the wall for your use. Stick a pick-up sign to the curved stair case banister to alert the driver of a pick-up. This is not foolproof. It may take a few days for a driver to stop at 1544 Newton or to see your pick-up. If need your shipment to be returned right away, take it to a drop-off location downtown such as FedEx Office or Parcel Dispatch, PDQ.